



Minutes of Swimming Otago Board

Held at the Moana Pool Poolside Meeting room and via Skype on
13 September 2017 at 7.00pm

PRESENT

Matthew Heaton, Mark Familton, Mike Smith, Richard Hutchens, Kerren Keach

IN ATTENDANCE

Sharlene Gillespie

APOLOGIES

Kurt Crosland, Peter Christophers

WELCOME

Matt welcomed everyone to the meeting, explained Sharlene was invited to share her knowledge and expertise in the swimmer pathway area of tonight's discussion

MINUTES PREVIOUS MEETING

The minutes of previous meeting on the 10 August 2017 as circulated were confirmed as correct

Carried By: Richard / Mark

CORRESPONDENCE

The correspondence up to 8 September 2017 was tabled

Carried by: Matt / Mike

FINANCIAL REPORT

Reports up to 8 August were tabled.

Working Account, current balance \$44078.26

Swimmer Representative Fund, \$28831.00, 150 days @ 3.3%, maturity date 25/10/17

Term Deposit, \$20525.21, 240 days @ 3.6%, maturity date 19/02/18

Accounts Receivable, outstanding debt \$310.00

Accounts Payable, outstanding payments \$26669.00 (most of which isn't due until early 2018)

Matters Arising

Write off \$4.00 for Cromwell College

Seek Swimming Southlands assistance in chasing Orca's outstanding debt

Thank you note to be added to next newsletter for prompt payments

Reinvest Swimmer Representative Fund at 270 days @ 3.60%

Richard to have a chat with Stuart in regard to using our status as a Charitable organisation moving forward

Carried by: Matt / Richard

ACTION POINTS FROM PREVIOUS MEETING

Action	Person Responsible
Otago Records move to single age groups	Kerren to continue working on producing report (not as easy as first thought)
H & S Management plan	Completed
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Board
Signage – pull up banners and fabric banner for travel	Kerren and Kurt
Team Manager Guidelines	Matt

Role of Board and Committees – Survey Monkey	Mike and Mark Board – free version only allows 100 responses, more than enough, questions to be worked on, add a quick feedback to the meet wrap email sent to participating clubs
Our vision, mission statement, strategic plan, key performance indicators documents	Discussed under general business
Oamaru Swim Club response letter	Kerren
MM/TM upgrade and renewal	Completed
Facebook page	Completed

ADMINISTRATION REPORTS

The administration report was tabled.

OTAGO SWIMMER REPRESENTATIVE FUND

Fund policy states, 50 cents per entry for each Swimming Otago run meet be deposited into fund. The bank account only allows deposits twice yearly, next deposit to consist of;

	Total Entries		Swimmers Fund
Winter Series #1	482	0.5	241.00
Otago Secondary School Championships	516	0.5	258.00
Winter Series #2	350	0.5	175.00
Winter Series #3	683	0.5	341.50
Otago Winter Championships	790	0.5	395.00
	2821	0.5	\$1410.50

FUNDING APPLICATIONS

Provider	Purpose	Amount	Status
Otago Community Trust	2017/18 Programs	\$12000.00	Approved
The Lion Foundation	Pool hire for regional championships	\$9417.25	Pending

Resolved to apply to New Zealand Community Trust for funding towards our Support Officers salary for the coming year in the amount of \$20,000.

TEAM TRAVEL

Meet	Numbers	Budget	Team Manager Approx. Costs
NZ Short Course	19	\$29014.00	\$1450ea
NZ Division II	20	\$13900.00	\$695ea <i>no flights included</i>
NZ Age Group Championships	24	\$20000.00	\$835ea <i>no flights included</i>
NZ Open Championships	Auckland - 2 July 2018		

MEMBERSHIP DATA

Note: from May data doesn't include pending, incomplete or non-financial members

	May-15	Mar-16	Jun-16	Aug-16	Sep-16	Oct-16	Feb-17	Mar-17	May-17	Jun-17	Jul-17	Aug-17
Membership Type												
Administrator	82	78	82	74	72	71	72	68	67	68	63	64
Club Swimmer	847	727	766	761	774	795	791	759	692	742	111	163
Professional Coach	9	6	9	8	8	8	9	9	9	10	6	4
Volunteer Coach	0	1	1	1	1	1	11	0	0	0	0	0
Competitive	300	285	284	270	273	277	316	310	305	291	171	192
Life Member	0	1	0	1	1	1	1	1	1	1	1	1
Learn to Swim	240	217	245	214	213	213	153	143	253	261	304	348
Recreational Swimmer	40	0	0	0	0	0	1	0	0	0	8	8
Friend of Swimming	0	2	2	3	5	5	5	6	11	6	7	6
Non-Voting Technical Official	25	12	13	16	16	16	15	15	16	16	21	20
Volunteer	22	39	42	41	42	40	50	58	50	59	67	69
Voting Technical Official	29	40	45	37	37	37	40	40	40	40	23	26
	1594	1408	1489	1426	1442	1464	1464	1409	1444	1494	782	901

OPERATIONAL COMMITTEES

Events

Meet	Attendees/Entries/Relays	Expenditure	Income	Finalised
Otago Winter Championships	111/791/0	\$2994.75	\$6478	YES

Technical

Matters Arising

Sharlene acknowledged the events committee no longer meet on a regular basis but communicated upcoming event information via email or discussion at a meet. Meets now annual rolled over if very little amendments to flyers. Financial reports are generated by Kerren (Support Officer) and distributed to board and committee members once finalised.

GENERAL BUSINESS

Strategic Plan – Vision – Mission

- Vision/Mission
 - To Promote, Develop and Support swimming in Otago
- Goals and Measures
 - Building the base - Mark
 - Sound governance - Richard
 - Promote competitive success - Mike
 - Advocate - Matt

Performance Pathway – Hub

- Key target groups - NZ Junior Festival, South Island Country & Town and NZ Division II Competition
- Engage swimmers with a variety of training sessions/days/camps
- Criteria to workable and expandable as we grow and easily understood by swimmers and parents
- Seek outside, the region, expertise
- Funding can and will be sort for these programs

- Sharlene, Peter and Kurt to draft a model, examples to use Swimming Canterbury West Coast, Swimming Waikato

Feedback from SNZ Annual General and Regional Chairs Meeting

- Wayne Rolleston (Swimming Canterbury West Coast) was the chair, 2012 revolted was talked about, 3-4 clubs were proactive in driving the meeting. Overall, High Performance isn't producing High Performance swimmers, performance swimmers are being serviced by their club/region or why is there a need to have them move to HP in Auckland? SNZ did say, funding from HP Sport NZ is based on there being a HP centre along with a HP coach. Discussion group has been setup consisting of x1 zonal representative (Makos is Wayne) and x1 SNZ person. Possible solution would be to have regional/zonal HP centres employing a HP coach to coach the coaches and swimmers.

Trophy Cabinet

- Space has been offered on the first floor at the top of the stairs
- Displays can be varied with monthly/bi-monthly features
- Matt to organise

ACTION POINTS

Action	Person Responsible
Otago Records move to single age groups	Matt, Alan, Kerren
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Board
Signage – pull up banners and fabric banner for travel	Kerren and Kurt
Team Manager Guidelines	Matt
Role of Board and Committees – Survey Monkey	Mike and Mark Board
Our vision, mission statement, strategic plan, key performance indicators documents	Board, draft to be completed by 23 Sept
Oamaru Swim Club response letter	Kerren
Financial – write off and reinvestment of funds	Kerren
Performance Pathway	Sharlene, Peter and Kurt
Trophy Cabinet	Matt

FUTURE MEETING

Next meeting to be advised

Meeting Closed at 8.52pm on Thursday 13 September 2017